DOCUMENT RESUME

ED 456 855 IR 058 308

TITLE	Reference Collection Development Policy.
INSTITUTION	Nebraska Univ., Kearney.
PUB DATE	2001-00-00
NOTE	15p.
PUB TYPE	Reports - Descriptive (141)
EDRS PRICE	MF01/PC01 Plus Postage.
DESCRIPTORS	Academic Libraries; Higher Education; *Library Collection Development; Library Material Selection; *Library Policy; Library Services; *Reference Materials; *Reference Services; Resource Materials
IDENTIFIERS	University of Nebraska Kearney

ABSTRACT

The purpose of this policy is to outline those principles that guide the development of the Reference Collection at the Calvin T. Ryan Library, University of Nebraska at Kearney. It clarifies, records, and makes public the basic principles that the members of the Reference Department believe should be applied in adding items to or withdrawing items from the Reference Collection. The first eight sections identify the following: purpose; scope; mission; responsibility; definition of a reference book; objective for Reference Department staff; factors to examine when considering material to add to the Reference Collection; and characteristics of items that should not automatically be considered for the Reference Collection. The ninth section provides guidelines for the following types of reference materials: almanacs, annuals and yearbooks; atlases; bibliographies; biographical encyclopedias/dictionaries/directories; career resources; concordances; dictionaries; encyclopedias; genealogy materials; globes; histories (multi-volume); legal materials; maps; medical resources; museum and library catalogs; Nebraska materials; plot summaries; primary document collections; sacred books; standardized examination study guides; student financial aid resources; style manuals; telephone directories; and travel resources. The last section presents "other guidelines" for atlas stands placement and placement of prior editions. Appendix A lists the items shelved at the Reference Desk. Appendix B is a selected bibliography. Appendix C presents the Reference Collection "Deselection" Policy, and Appendix D outlines the Reference Collection "Deselection" procedure. (AEF)

Reproductions supplied by EDRS are the best that can be made
from the original document.

U.S. DEPARTMENT OF EDUCATION
EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)
This document has been reproduced as received from the person or organization originating it.
Minor changes have been made to improve reproduction quality.
Points of view or opinions stated in this document do not necessarily represent official OERI position or policy.

M.A. Barton

University of Nebraska at Kearney
Calvin T. Ryan Library
Reference Department

Reference Collection Development Policy

ED 456 855

1. **Purpose**. The purpose of this policy is to outline those principles which guide the development of the Calvin T. Ryan Library's Reference Collection. It clarifies, records and makes public the basic principles which the members of the Reference Department believe should be applied in adding items to or withdrawing items from the Reference Collection.

2. **Scope**. The Reference Collection, for purposes of this policy, consists of:

   a. any and all items purchased with Reference Department funds and

   b. all items assigned to and shelved in the Reference Collection, regardless of how they were acquired.

3. **Mission**. The Reference Collection is provided primarily to serve the curricular needs of students at the University of Nebraska at Kearney, and secondarily to serve the research needs of the University's faculty, administration and staff. It is also available for use by members of the community.

4. **Responsibility**. The Reference Department staff is responsible for developing the Reference Collection in accordance with this Policy. The Department's Reference Collection Deselection Policy (Appendix C) and Reference Collection Deselection Procedure (Appendix D) outline, in part, how this should be accomplished.

5. **Definition**: A reference book, for purposes of this policy, is a book designed by the arrangement and treatment of its subject matter to be consulted for definite items of information rather than to be read consecutively. Both fact sources, which directly provide the information sought, and pointers, sources that direct the user to another source, are considered reference books and both have a place in the Collection.

6. Reference Department staff will apply the principles in this Policy to create and maintain a lean Reference Collection that includes an appropriate number of sources to cover the needs of the majority of its users. This leanness increases the Collection's utility to information seekers and makes it more economical to administer.

IR058308

BEST COPY AVAILABLE

7. In considering material to add to the Reference Collection, the following should be considered:

   a. Whether the material is reference-formatted

   b. Whether the material is expected to be frequently used.

   c. Whether the material is authoritative.

   d. Whether the material is current, and how important currency is to the discipline or subject matter involved.

   e. The coverage of the material.

   f. The appropriateness of the material to the curriculum of the University.

   g. The durability of the item.

   h. The cost of the item.

   i. The projected size of the series being considered and the commitment of future funds necessary to complete it.

8. Items should **not** be added to or placed in the Reference Collection **solely**

   a. because they are inexpensive

   b. to protect them from theft or mutilation

   c. to prevent them from circulating

   d. because other items in a series are located there

   e. because they fill a niche

   f. because they are considered a classic source

   g. to support individual or specialized research

   h. because they were purchased with academic department funds

9. **Guidelines for Types of Reference Materials**

Almanacs, Annuals and Yearbooks

General almanacs and a limited number of subject almanacs, annuals and yearbooks are acquired. Two copies of World Almanac and Statistical Abstract are received; one is held at the Reference Desk and one is in the Reference Collection. Subject yearbooks, almanacs and annuals are considered for inclusion in the Reference Collection only if they support the curriculum and/or the needs of the university community. In most instances, only current editions are retained in the Reference Collection. For titles that require more than the current edition, the Reference Staff determines the number of years to be held in the Reference Collection.

Atlases

The Reference Collection includes the most current edition of at least three or four comprehensive world atlases published by major atlas publishers. Thematic atlases such as historical atlases and road atlases are also included as appropriate. Atlases of major countries and regions, or areas of particular concern to the UNK community, are appropriate for the Reference Collection, but atlases with narrow specializations or focusing on small geographic areas are not.

Bibliographies

A limited number of bibliographies covering broad topic areas of general interest or relevance to academic programs is kept in the Reference Collection.

Specialized bibliographies (single person, narrow topics, discographies, etc.) usually are not acquired for or placed in the Reference Collection.

Biographical Encyclopedias/Dictionaries/Directories

Major international and national biographical works are acquired for the Reference Collection. Specialized sources, (i.e., by race, sex, occupation, region, etc.) are acquired as appropriate to the needs of the curriculum, the students, and the faculty. Sources purchased are either collective individual biographies or indexes to the location(s) of the actual biographical information. Special attention is given to European, American, and regional biographical materials. The Reference Staff determines the appropriate size of the backruns for sets kept in the Collection.

Career Resources

The collection includes general reference books and encyclopedias regarding careers. The collection includes basic sources of information regarding colleges and universities, as well as general graduate school guides. In addition, selected graduate school areas such as medicine, law, etc., are covered as appropriate. The collection does not maintain files of current job listings. Guides to resume creation consisting primarily of examples are included in the Reference Collection.

Concordances

The Reference Collection includes at least one concordance of the Bible for a major translation held in the Reference Collection. Ordinarily, single author concordances are not housed in the Reference Collection.

Dictionaries

English Language. A variety of English language dictionaries is acquired. The Collection includes unabridged, abridged, and college editions of general dictionaries and a selected number of pictorial dictionaries, as well as specialized dictionaries of etymology, dialects, slang, synonyms, and pronunciation. Multiple copies of an appropriate college edition dictionary are held in the Collection.

Other Languages. Dictionaries in many non-English languages are collected. The number and types of such dictionaries vary, however, depending on the language's relevance to the UNK curriculum. The Collection emphasizes bilingual, monolingual, and polyglot dictionaries in the major Western European languages. In addition, a selected number of dictionaries of etymology, slang, and idioms are acquired in the major Western European languages. Dictionaries in other languages are acquired as appropriate.

Subject Dictionaries. Subject dictionaries are acquired when they are appropriate to the curriculum and to the needs of individual disciplines. English language dictionaries predominate; foreign language dictionaries are acquired when they meet a specific need in a particular discipline.

Encyclopedias

Major English-language general encyclopedias are acquired. The latest editions are held in the Reference Collection. Encyclopedias will not be retained in the Reference Collection longer than 5 years.

A small number of non-English-language general encyclopedias are acquired on the basis of merit and relevance to the curriculum. New editions are acquired only if there is continuing or demonstrated need, and if funds are available.

Scholarly subject encyclopedias are acquired on the basis of merit and relevance to the curriculum. New editions are acquired only if there is continuing or demonstrated need, and if funds are available.

Genealogy Materials

Dictionaries of given name and surname origins are included in the Reference Collection. In general, genealogical materials are not acquired for the Reference Collection.

Globes

The Reference Collection includes at least one current earth globe for ready reference purposes.

Histories (Multivolume)

Multivolume histories intended for continuous reading (e.g., Oxford History of English Literature) will not ordinarily be housed in the Reference Collection.

Legal Materials

The Reference Collection includes the Lawyers' Edition of the decisions of the United States Supreme Court and its accompanying indexes and tables of cases. Also included are law dictionaries and encyclopedias of U.S. law. In addition, guides to current law in appropriate areas (e.g., copyright, education, business) are included.

Maps

Loose sheet maps are not collected for the Reference Collection. Folded street and highway maps are included in the Pamphlet File or on Reserve as appropriate.

Medical Resources

The Reference Collection includes major medical dictionaries and high-quality general multivolume sets. In addition the collection includes a limited number of single-volume health guides aimed at the general public, materials relating to mental health issues, and a limited number of general works that address alternative medicine. It also includes drug guides such as the Physicians' Desk

Reference and the American Hospital Formulary Service. It does not ordinarily include works on specific diseases, conditions, or syndromes.

In managing this portion of the Reference Collection, especial attention is paid to the currency of all materials.

Museum and Library Catalogs

Most individual library or museum catalogs are not included in the Reference Collection.

Nebraska Materials

The Reference Collection's Nebraska-specific materials fall into four basic areas:

1. Guides to Nebraska place names, tour guides to Nebraska, and general Nebraska sources
2. Biographical guides
3. Sources of information about Nebraska writers
4. Nebraska atlases and local plat maps.

Plot Summaries

Standard critical digests of novels, nonfiction works, plays, films, ballets, operas, and television programs, of the type which typically include criticism and bibliographic references (e.g., the Magill's series), are acquired for the Reference Collection. Summaries of individual works (e.g., Cliff's Notes) are not acquired.

Primary Document Collections

The Reference Collection includes a small number of appropriate collections of well-indexed historical primary documents, predominantly American. Collections of historical documents in specialized areas or from narrow historical periods are not ordinarily housed in the Reference Collection.

Sacred Books

The Reference Collection includes a limited number of major translations of the Bible into English. In addition, it includes English translations of the sacred works of major world religions as appropriate.

Standardized Examination Study Guides

Study guides for standardized examinations (i.e., GRE, GMAT, CLEP, PPST, etc.) are not housed in the Reference Collection. By Library policy, recent copies of these guides are placed on Reserve.

Student Financial Aid Resources

A limited number of scholarship, grant and general financial aid resources are acquired for the Reference Collection. Resources for both undergraduate and graduate studies are included. Where appropriate, resources targeted to specific groups, e.g., minorities or women, are acquired. Resources older than three years will not be kept in the Collection.

Style Manuals

General and subject-specific style manuals are included in the Reference Collection. Second copies of the most heavily used style manuals are placed on Reserve.

Telephone Directories

The Reference Collection includes current paper telephone directories covering Omaha, Lincoln, and the local area (all of which are uncataloged), as well as paper directories covering the University of Nebraska system and Nebraska State Government. Paper directories for other Nebraska locations are included in the collection if they can be acquired at minimum cost. Telephone directories more than five years old are not retained.

Travel Resources

Materials which support the Travel/Tourism curriculum are included in the Reference Collection, as are materials which support the basic travel interests of the UNK community.

10. **Other Guidelines:**

Atlas Stands Placement

Any reference materials with a greatest dimension of 40 centimeters or higher will be placed in the atlas stands.

Placement of Prior Editions

Ordinarily, only the most recent edition (a newer version containing significant revisions of a work) of sets or volumes that come out periodically is retained in

the Reference Collection. Decisions regarding the placement of prior editions are necessarily made on a case by case basis, and must take into consideration the item's degree of overlap with the new edition, its historical value, accuracy, and checkout value, and whether the Library intends to build a significant run of the work for comparison purposes.

Reference Desk Collection

Appendix A lists the items shelved at the Reference Desk.

Reviewed by Library Staff and adopted by Reference Department July 28, 2000
Revised: 08/2001

Mary Ann Barton, Head, Reference
Greg Anderson, Reference Librarian and Coordinator for Computer Searching
Sheryl Heidenreich, Reference Librarian and Head, ILL/DD
John Lillis, Reference/Archives Librarian

Alta Fread, Library Assistant III
Stacey Naiman, Library Assistant II

Appendix A

These are the items shelved at the Reference Desk:

* Periodical Title Abbreviations (*PN4832 .P63)

* Statistical Abstract of the United States (*HA203 .S7242)

* University of Nebraska Telephone Directory (*LD3650 .D574)

* Nebraska State Government Directory (*JK6630 .N45)

* Nebraska Blue Book (*JK6630 .N4)

* The World Almanac and Book of Facts (*AY67 .N5 W7)

* Polk's Kearney City Directory (*F674.2 .K4 C5)

* Rand McNally and Company Road Atlas of the United States, Canada and Mexico (*G1201 .P2 R35)

* Merriam-Webster Collegiate Dictionary (*PE1628 .M36)

* Government Documents (Bibliographies and Guides to the Collection)

* Curriculum/Non-Book Department Resources (Bibliographies of Resources

* Curriculum/Non-Book Department (Guides and Indexes to the Collection)

* Class Library Assignments

* Reference Information Notebook

* UNK Periodical Subscriptions by Department

* Electronic Resources Notebook

* Local telephone directories (Current

* UNK Undergraduate Catalog (Current)

* UNK Telephone Directory (Current)

Appendix B

Selected Bibliography

American Library Association. Reference and Adult Services Division. Reference Collection Development and Evaluation Committee. Reference Collection Development: A Manual. RASD Occasional Papers, No. 13. Chicago: American Library Association, 1992.

Nolan, Christopher W. Managing the Reference Collection. Chicago and London: American Library Association, 1999.

Wetherbee, James M. Collection Development Statement for the Reference Collection of the Ethel K. Smith Library, Wingate University. Wingate, North Carolina: Wingate University, 1995. ED 393462

Appendix C
Calvin T. Ryan Library
Reference Collection Deselection Policy
Adopted 10/24/97

The purpose of the deselection process is to maintain an effective and efficient Reference Collection. Deselection includes both transferring items from the Reference Collection to other Library collections and withdrawing items from the Reference Collection. It should be recognized that the Reference Collection includes items shelved in the Index Area of the Library.

Because the Reference Collection needs to be a dynamic and timely collection, deselection should be an ongoing and continuous process.

Deselection of items from the Reference Collection is the responsibility of Reference Department staff. However, recommendations for deselection from other librarians and from faculty will be considered by the Reference staff. Other librarians will be given the opportunity to examine and comment upon items chosen for deselection. The Reference Department staff will take full advantage of the expertise and experience of liaison librarians when considering the deselection of items in their areas.

The following criteria may cause an item to be chosen for deselection:

- Items which do not support the University curriculum
- Items such as single topic bibliographies, which would be more useful in the circulating collection
- Items which are seriously damaged and cannot be replaced or repaired
- Items containing outdated statistical materials or other data that may be seriously misleading or harmful to the user or no longer meet the information needs of the users
- Items identified as poor reference tools (for example, they contain inaccuracies, have no index, or are confusing to use)
- Items which unnecessarily duplicate other sources in the reference collection, or which have been made redundant by the purchase of superior sources or by access to electronic formats
- Items which have extremely low levels of use

As much as possible, items will be chosen for deselection from the Reference Collection by consensus of the Reference staff. In choosing items for deselection, the Reference staff will use both objective measures, such as reshelving statistics and professional judgment, to determine the value of the items. In choosing items for deselection, Reference staff will consider the recommendations of librarians most familiar with those items. When appropriate, standard bibliographies in the field and the professional literature will be consulted to determine whether an older item considered for deselection

remains a standard source. Items selected for withdrawal from the Library will meet higher deselection criteria than items selected for transfer. The appropriate "shelf life" for transferred items will be considered and specified.

Revised 7-28-00

Appendix D
Calvin T. Ryan Library
Reference Collection Deselection Procedure

1. Items to be deselected will be removed from the Reference Shelves in batches and placed on a book cart stored in the Reference area with a sign indicating "Candidates for deselection or transfer." Ordinarily no more that 30 bibliographic items will be placed on the cart at one time.

2. A "Proposed Deselection Form" will be placed in each book or set recommended for withdrawal from the Reference Collection, indicating whether the title is recommended for withdrawal from the library collection completely, or whether it is recommended to be transferred to another collection in the library, or disposed of in some other way. If appropriate, reasons for withdrawing may be noted along with suggestions for replacements.

3. When the items to be considered for deselection in the present batch have been placed on the cart, all Reference Desk staff will be notified that items being considered for deselection are available for inspection. Reference desk staff interested will be asked to initial their agreement or disagreement with suggested deselection procedure. Items will be available to be inspected for a specified period of time, ordinarily about one week. If two or more people disagree with the recommendation, it will be discussed and the Reference Department will make a determination.

4. Materials to be withdrawn or transferred to another collection will then be taken to the Cataloging Department for the necessary processing. This number of books will ordinarily take 2 - 3 weeks to complete in cataloging. As soon as one batch has been transferred to Cataloging, the next batch of up to 30 items can begin being selected for deselection.

5. There may be times when the process will have to halt for short periods because of workload in the Reference Department or Cataloging Department, but generally deselection will be viewed as an on-going, continual process. When the whole collection has been reviewed for deselection, the process will begin again.

Adopted 10/27/97, Revised 7-28-00